

**MEETING OF THE FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1
UPPER TOWNSHIP, CAPE MAY COUNTY, NJ**

October 25, 2012 – 5:00 PM

ATTENDING: Ken Weaver, Chairman
Edmund Bamford, Jr., Vice Chairman
Donna Diefenderfer, Secretary
Michael J. Bohrer, Esq. CPA-Representative

NOT ATTENDING: Steve Nickelsberg (absent)
Ted Kingston (resigned)

Ken called the meeting to order.

The Commission approved the minutes for the September 27 Meeting.

Old Business:

Ken asked that the motion regarding the Truck Fund from last month's meeting be withdrawn, and he introduced a new motion as follows (only Paragraph 6 changed):

It is moved:

Recognizing that, over the years, the Fire Commission and the Fire Company have worked together to ensure that we have a modern and efficient vehicle fleet, while at the same time avoiding any debt, both organizations have a right to be proud of this record.

The Commission recognizes the knowledge and expertise of the Company with regard to the selection of fire and safety fleet vehicles, and the responsibility of this Commission to provide oversight of all funds raised from taxpayers through the Fire District property taxes.

Accordingly, the Commission wishes to clarify and formalize some principles with regard to the "Truck Fund", the monies used to purchase fleet vehicles.

1. The Fire Commission will continue to designate a part of its annual budget to the Fire Company, to place into the Truck Fund.
2. The purpose of the Truck Fund is to accumulate savings toward the future purchases of fire and safety vehicles. It is a "capital" fund, and not intended to be used for maintenance expenses of any kind, including the fleet.
3. In its financial records, the Fire Company will separately identify the Truck Fund receipts, disbursements and balance.
4. All funds provided by the Commission for the Truck Fund will go into the Truck Fund (account), as will any interest earned on the balance. The Company may or may not choose to add to the Truck Fund.

5. The Company will, annually, provide the Commission with a statement showing the beginning and end of year balances and all receipts and disbursements.

6. The Company will determine what fleet purchases and their timing are appropriate from the truck fund. The Company will, however, provide information to the Commission on an annual basis, at a Commission Meeting, on any purchases under consideration from the Truck Fund for the ensuing year. Should any additional purchases be considered within the year, that were not covered in the annual review, information on those will be reviewed with the Commission at a Commission Meeting. This will permit the Commission to have input to the decision, but the final decision will rest with the Company.

The motion was seconded by Ted Bamford and approved by the Commission.

Bruce will take this new motion to the Fire Company for them to vote on and hopefully approve.

TREASURER'S REPORT: Ted moved to pay checks # 4357 to 4367
Donna 2nd the motion.

BUDGET WORKSHOP: Mike held a discussion about pg 12; it shows the last 4 years of our budget. We can increase the budget by no more than two percent. Shows the percentage we did for the last three years.

We had a discussion and did some comparisons with the budget for next year. After our discussion Commissioners Ted Bamford, Ken Weaver, and Donna Diefenderfer, voted and approved the budget with an annual increase of 2 percent.

Mike continued with a discussion on pg 2; the Balance Sheet shows we have \$42,258.74 which has to last for the next 6 months. Mike said we are in pretty good shape.

Page 8 We had a discussion on our profit and loss budget.

NEW BUSINESS: Bruce reported that the township will set up a website link and the other four fire commissions will be participating with the township. All documents for the website must be submitted to the Township in pdf format.

Ted moved to use the Township to host the Commission website; seconded by Donna. The Commission approved.

Mike agreed to see if the last two audits could be provided to us in pdf format, and to specify that all future audits also include a pdf copy.

NEXT MEETING: November 15

Ken moved to adjourn the meeting; 2nd by Donna.

ADJOURNED: 5:45 PM
Respectfully Submitted
Donna Diefenderfer, Secretary